

Certification Program Description and Requirements for South Carolina Public Librarians

Certification aids library boards and librarians in selecting competent personnel and gives the taxing bodies assurance that the public funds are spent for quality service. It improves the status of librarianship as a profession. The Certification Program for South Carolina Public Librarians was formalized in 1962 and is governed by State Law (Code of Laws of South Carolina, 1976. Vol. 26, Rules and Regulations R75-2). The purpose of the program is to up-grade the public library profession in South Carolina. The program applies only to persons currently employed in full time positions in South Carolina public libraries. There are four types of certificates: Professional, Provisional Professional, Pre-Professional and Provisional Pre-Professional.

*The **Professional certificate** is issued to library staff who are graduates from an accredited undergraduate college or university, who have a degree from a graduate program of library study accredited by the American Library Association, and who are currently and have been employed in a professional full-time position in a public library for three years of continuous service.

The **Provisional Professional certificate is issued to library staff members who have less than three years of continuous full-time professional experience in a public library. Although the Provisional Professional certificate is valid for four years it can be exchanged for a permanent Professional certificate upon completion of three years of full-time public library experience.

***The **Pre-Professional certificate** is issued to library staff members who have satisfactorily completed a bachelor's degree in a college or university approved by an agency of more than statewide standing and who have completed not less than 18 semester hours in library science. This certification is initially valid for five years and renewable by continuous full-time library experience and the successful completion of six semester hours in academic and/or library science courses. After five years' experience and the additional six hours' credit, the certification remains valid so long as the holder is continuously employed in a full-time library position.

****The **Provisional Pre-Professional certificate** is issued to library staff members who have completed a bachelor's degree in a college or university of recognized standing. This certificate is valid for three years and renewable by continuous full-time library experience and successful completion of six semester hours of library science courses. After completion of 18 semester hours in library science, the Provisional certificate may be exchanged for the regular Pre-Professional certificate.

Although funding is limited, continuing education grants are available to libraries to assist staff members with the cost of academic courses. Course work required for Provisional Pre-Professional and Pre-Professional certification may be done at the undergraduate level. However, in recognition of the lack of availability of undergraduate courses in library science, grants will be made for up to twelve hours of course work at the graduate level after the candidate has been a full-time employee of the library for at least one year and completed nine hours toward the MLS, and maintained a grade point average of 3.0 or higher.

Each application is considered individually on the basis of the value of the course work both to the individual and to the library. Course work should be related to the duties and responsibilities of the staff member's position. Preference in awarding grants is given to persons working toward meeting certification requirements. The grant application must be filled out with the approval of the public library director and must be signed by the library director.

DO NOT WRITE HERE

Type of Certificate:

Number:

Date Issued:

Exp. Date:



south carolina
STATE LIBRARY

Mail Application To:

South Carolina State Library
Attention: CE Coordinator
PO Box 11469
Columbia, SC 29211

APPLICATION FOR PUBLIC LIBRARIAN'S CERTIFICATE
PROVISIONAL PROFESSIONAL**

Date: _____

Name: Mr. Mrs. Ms. _____
last first middle

Mailing Address: _____
street city state/zip

Home telephone: _____ Date of Birth: _____

Library Address: _____
name street city state/zip

Work telephone: _____

Email address: _____

*Items marked with an asterisk, see 'Requirements' on page 1

Institution	Name	Address	Dates attended FROM:	Dates attended TO:	Credential or Degree
High School or Preparatory School					
College or University*					
Library School*					
Other					

RECORD OF LIBRARY EXPERIENCE

(List current position first)

Name of Library	Title of Position	Name of Supervisor	Date of employment FROM:	Date of employment TO:	Hours worked per week	Total #Years/ Months

Please attach a BRIEF ANALYSIS OF YOUR PRESENT POSITION DUTIES AND RESPONSIBILITIES on a separate sheet.

Signature of Immediate Supervisor _____